

RFQ – IDA-04

EMERGENCY REQUEST FOR QUALIFICATIONS AND QUOTES:

GOHSEP Cemetery Disruption Response / Recovery Operations

Under authority of Governor John Bel Edwards Proclamation 166 JBE 2021, relating to emergency procurement for Hurricane Ida, an expedited timeline and process is being used for this solicitation.

Bidder's response to Request For Quotes must be submitted and received no later than **2:00 PM, Tuesday, September 14, 2021** at LA State Procurement-Emergency Ops OSP-EOC@LA.GOV.

ANTICIPATED CONTRACT TERM:

- Thirty (30) Day Contract, with options to extend
- Anticipated Start Date: Thursday, September 16, 2021

SCOPE OF WORK

On August 29, 2021, Hurricane Ida hit the Louisiana coast as a Category 4 hurricane, moving northeast across the southern part of the state. Ida caused widespread infrastructure damage in numerous parishes in southeast Louisiana along with extremely heavy flooding in coastal areas. Included in the devastation was the disruptions in cemeteries due to Ida's wind, rain, and storm surge. These disruptions require a coordinated recovery effort lead by the Louisiana Cemetery Response Task Force in cooperation with local and state officials. This RFQ seeks a qualified vendor to provide recovery support for the cemetery recovery operations.

- Hurricane Ida's wind and flooding rains displaced vaults, tombs, caskets and human remains from their respective graves moving them both inside and outside of the boundaries of the cemeteries in which they were interred.
- These displacements are scattered throughout the affected areas and will require specialized equipment and personnel to support their recovery. This RFQ is NOT for mass fatality services. The State will provide its own subject matter experts for human remains analysis. The personnel required for the RFQ are heavy equipment operators.
- Displaced tombs, vaults, caskets and human remains have been located in waterways, boat docks, yards, wooded areas, and marshes, thus requiring various types of equipment for the purposes of recovery, including but not limited to airboats, cranes (that can access and lift concrete vaults full of water from land and water), marsh buggies, forklifts, semitrailers, trucks, and flatbed trucks.
- Members of the Louisiana Cemetery Response Task Force (CRTF) will serve as the lead for recovery operations in the field.
- Secure locations will be identified by the CRTF in consultation with local and state officials to which the recoveries will be transported.
- GOHSEP will provide body bags and toe tags to the contractor.
- Contractor will provide all personnel, equipment, and supplies to perform recovery operations to both recover and transport displacements to the designated staging areas under the direct supervision of the CRTF or designee.

LOCATION(S)

The CRTF in consultation with local and state officials will determine the location and number of site(s) that will be utilized to stage the recoveries based on the availability and security of the site(s).

The primary location will be a storage site(s) located within Regions 1 and 3 (Appendix 1). In the event the CRTF determines it is in the best interest of the State to activate additional site(s) in other state regions, the CRTF would give notification to the contractor. If increases in recovery operations warrant opening additional sites, the CRTF would determine if alternate location(s) and coordinate with the selected contractor.

ACTIVATION / HOURS OF OPERATION

Activation will be as soon as possible following the awarding of the contract. It is estimated the start date to be Thursday, September 16, 2021. Hours of operation will be within normal working times in daylight hours.

PERSONNEL

CRTF reserves the right to determine the initial number of personnel required to activate and to scale up or down the number of personnel required during an event pursuant to the scope and scale of that event. Moreover, all personnel shall operate only under the direction of CRTF personnel and designees.

1. Airboat operator

Job Description – provide CRTF and contractor personnel access to caskets and vaults locate in water or marshes to identify, recon, and recover human remains.

One per operational period per boat

2. Crane operator

Job Description – operate cranes on land and water to lift concrete vaults and caskets from their original location to either flatbed trucks/semi trailers or to forklift accessible locations.

One per operational period per crane

3. Marsh buggy operator

Job Description – provide CRTF and contractor personnel access to caskets and vaults locate in water or marshes to identify, recon, and recover human remains.

One per operational period per marsh buggy

4. Truck driver

Job Description – transport trailers of vaults and caskets to identified staging areas.

Two per operational period per truck

5. Forklift operator

Job Description – Lifting vaults and caskets on and off of flatbed trucks/semi trailers and moving equipment and supplies, as necessary.

One per operational period per forklift

6. Recovery Support – Aid in physically recovering tombs, vaults, caskets and human remains (under the direction of the CRTF or designee) to include but not limited to lifting displacements into and out of transport vehicles as well as storage trailers and/or storage sites, aiding airboat, crane, marsh buggy and other vehicle/equipment personnel in strapping or otherwise securing tombs, vaults or caskets during the recovery of such, and providing general labor as necessary. Number of Recovery Support personnel TBD-may change daily/weekly.

EQUIPMENT AND SUPPLIES:

Below is a list of supplies and equipment that CRTF has identified that the Contractor will be responsible for providing to properly perform the contract deliverables at each site activated. If the Contractor determines other supplies are needed to perform successfully, it will be the Contractor's responsibility to also provide those supplies.

- The State will provide body bags and toe tags.
- The Contractor is responsible for providing all PPE for their personnel.
- The Contractor is responsible for providing all items listed below (as needed):

EQUIPMENT

Item	Qty	Description
Transport vehicles	2 per operational site	Semi trailers (flatbed) and trucks to pull them or flatbed trucks.
Forklift	1 per operational site	Capable of lifting metal caskets and concrete vaults onto flatbed trailers. These vaults and caskets may be full of water and could exceed 2 tons in weight.
Airboat	1 per operational site	Will need to seat 3 CRTF personnel in addition to Contractor personnel as well as have space to stack body bags containing remains recovered in the field.
Marsh buggy	1 per operational site	Will need to seat some CRTF personnel in addition to Contractor personnel and will be used to access remote areas for casket recovery.
Crane	1 per operational site	Capable of lifting metal caskets and concrete vaults onto flatbed trailers. These vaults and caskets may be full of water and could exceed 2 tons in weight.

INSURANCE:

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the quoted price.

A. Minimum Scope and Limits of Insurance**1. Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000.

B. Other Insurance Provisions

1. The State of Louisiana shall be named as an additional insured as regards to negligence by the Contractor.
2. Contractor shall furnish the State with Certificates of Insurance reflecting proof of required coverage.
3. The Certificate Holder shall be listed as follows:
State of Louisiana
Office of State Procurement
P. O. Box 94095
Baton Rouge, LA 70804

C. Subcontractors

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein.

ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT

Contractor may be required to receive electronic payment of invoices through Electronic Funds Transfer (EFT). EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. To facilitate this payment process, the Contractor will need to complete and return the EFT enrollment form which can be requested from:

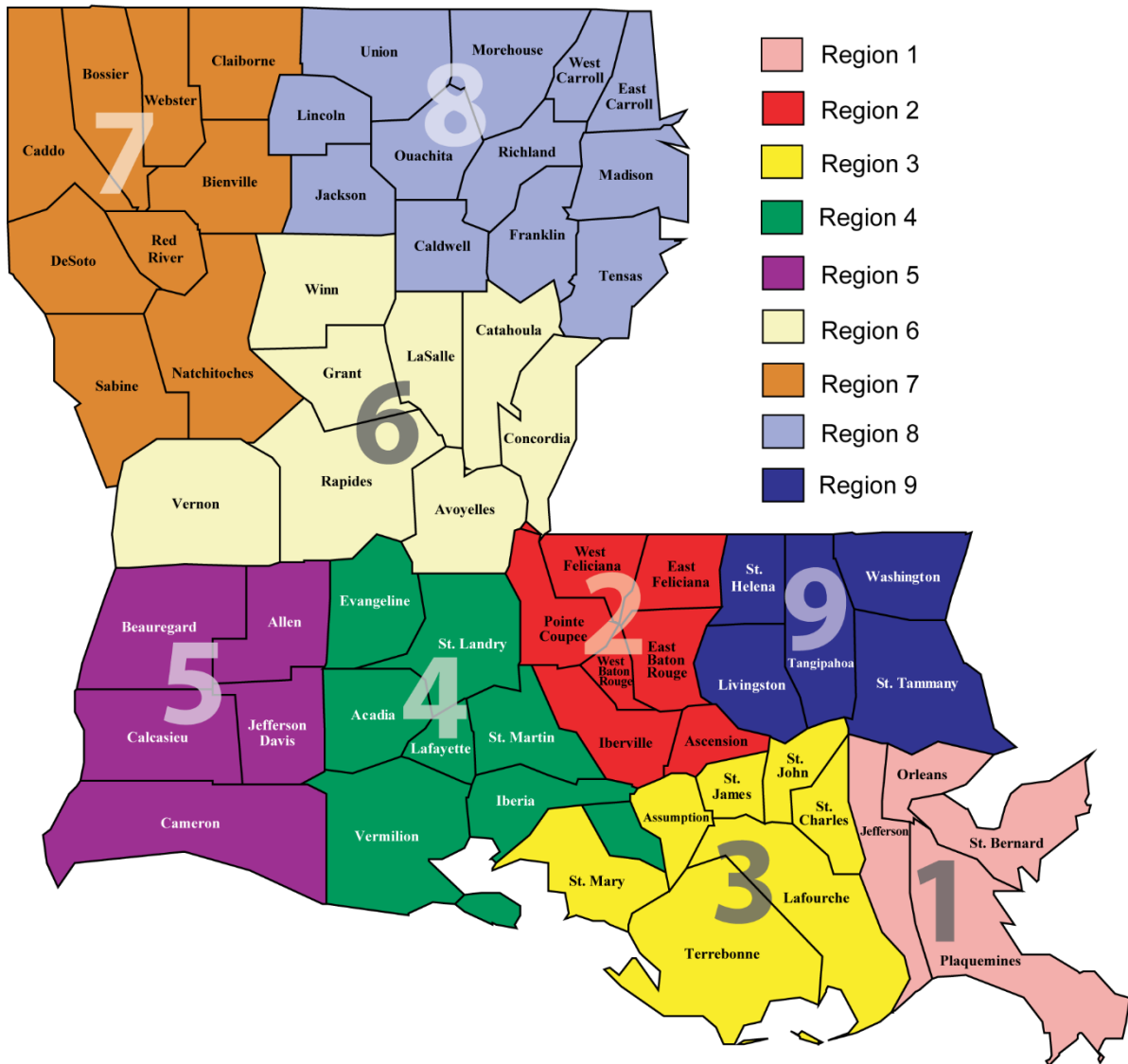
DOA-OSRAP-EFT@la.gov

VENDOR ENROLLMENT:

In order to receive a purchase order, your company must be registered as a vendor with the State of Louisiana. Registration is intuitive at:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest_user=self_reg in order to receive payment, a W-9 must be submitted to: DOA-OSRAP-LAGOV@la.gov.

APPENDIX 1



QUOTE SUBMISSION FORM: *GOHSEP Cemetery Disruption Response / Recovery Operations: PAGE 1*

Bidder must provide the following information to be considered for award. No deviations to the Quote Submission Form shall be made or bid will be rejected.

Hourly rates – will be all-inclusive rates, which include overtime costs, mobilization and demobilization, any other travel expenses such as lodging and meals.

All expenses for personnel, overhead, travel, supplies and required equipment must be included either in the one-time activation cost and/or in the hourly rates.

Bid Proposal Cost Page:

\$_____ One time Activation Cost. Contractor to provide 2 transport vehicles. Activation cost to include all provisions for first 30 days of services per site

\$_____ Additional Transport Vehicle (per 30 days)

\$_____ Operational cost per 30 days (after initial 30 days provided within Activation Cost.)

\$_____/Hour Transportation Personnel

\$_____/Hour Forklift Operator

\$_____/Hour Airboat Operator

\$_____/Hour Marsh buggy Operator

\$_____/Hour Crane Operator

\$_____/Hour Recovery Support

Cost Model to Determine Low Bidder:

\$_____ Activation Fee (first 30 day period)

\$_____ 2 Additional Transport Vehicles X 60 days

\$_____ Operational cost for additional 60 days (beyond activation period)

\$_____/Hour X 1080 X 4 Transportation Personnel

\$_____/Hour X 1080 X 2 Forklift Operators

\$_____/Hour X 1080 X 2 Airboat Operator

\$_____/Hour X 1080 X 2 Marsh buggy Operators

\$_____/Hour X 1080 X 2 Crane Operators

\$_____/Hour X 1080 X 1 Recovery Support

\$_____ Total Cost

*Indicate anticipated Contractor start time of contract: _____ Days after award. Start time may be a factor in the award.

QUOTE SUBMISSION FORM: *GOHSEP Cemetery Disruption Response / Recovery Operations: page 2*

COMPANY INFORMATION:

- Company Name: _____
- Company Address: _____

- Contact Name/Title: _____
- Contact Email: _____
- Contact Phone Number: _____